

RFP DLIR/WDD 2015-1: Addendum #1

ETF Micro

This Addendum consists of part A with amendments to RFP No. DLIR/WDD2015-1 and part B, responses to questions raised by prospective applicants.

August 26, 2014

A. Amendments to RFP:

The below changes will amend the existing language in the RFP.

- 1) Page: "Request for Proposals," paragraph one, last sentence.

Original sentence:

*The contract term will be from **January 1**, 2015 through December 31, 2016.*

Amended sentence:

*The contract term will be from **January 2**, 2015 through December 31, 2016.*

- 2) Section 1, VIII.K, Second Bullet Point (Page: 1-7)

Original sentence:

*Postmarked by the designated date but not received within **10** days from the submittal deadline.*

Amended sentence:

*Postmarked by the designated date but not received within **7** days from the submittal deadline.*

- 3) Section 2, III,B.7.a (Page: 2-17).

Original sentence:

*The Provider is responsible to **fax** a report to the appropriate ETF counselor of an ETF participant's failure to attend a scheduled class within 48 hours of the start time of that class.*

Amended sentence:

*The Provider is responsible to **fax or email** a report to the appropriate ETF counselor of an ETF participant's failure to attend a scheduled class within 48 hours of the start time of that class.*

- 4) Attachment F: Special Conditions (of State Purchasing Agency), #9.b.(Regarding licensure or exemption status from Hawaii Department of Education (DOE))

Original Passage:

b. The PROVIDER shall be accredited or licensed as follows and shall provide a copy showing evidence of accreditation or licensure:

- 1. Post Secondary degree-granting schools shall be accredited by an accreditation body recognized by the U.S. Department of Education;*
- 2. Professional or Vocational licensing schools shall be registered as a school with the appropriate board under the State Department of Commerce and Consumer Affairs; or*
- 3. Private schools that do not meet criteria described in items 1 and 2 above shall be licensed by the State Department of Education (DOE), except as exempted by State statute.*

Any University of Hawaii system applicant to this RFP will not be required to submit an application for licensure or exemption from DOE.

RFP applicants that are currently ETF Micro Vendors and have acquired an exemption letter from DOE may continue to use their existing exemption letter for the RFP.

Those applicants that are no longer exempt and need licensure from DOE or those organizations without a Hawaii DOE license or exemption status must apply with DOE for licensure or exemption status, depending on their needs.

ETF staff will work with applicants selected to negotiate and prepare a contract. Before a contract is awarded, the applicant must supply the applicable license or exemption status. The exceptions are applicants from the University of Hawaii system, from whom no written verification is necessary; and those applicants who require DOE licensure or exemption but whose applications to DOE are pending DOE review. Applicants to DOE licensure or exemption must show written proof from DOE that their applications were received and being reviewed. While contracts may be executed without a DOE decision,

the PROVIDER shall submit to the ETF staff the DOE's written decisions within 10 days of the PROVIDER's receipt of the decision. Contracts with PROVIDERS whose DOE applications have been denied will be terminated.

5) Section 5, Attachment F, Special Conditions, #7

Original Sentence:

A class size shall not exceed a total of 50 participants.

Amended Sentence:

A class size shall not exceed a total of 60 participants.

6) Section 5, Attachment F, Special Conditions, #12

Original Sentence:

ETF does not fund any training that is restricted to a single employer. Up to 65 percent of training spaces shall be made available to employers and/or employees from other companies. The ETF approved training must be publicized to the general public at least two weeks prior to the start of training and be open to employees of other companies. These openings must be available at least five State working days prior to the start of the training.

Amended Sentence:

ETF does not fund any training that is restricted to a single employer. A single employer may monopolize all class seats if there is no other interest from other employer up to 11 working days before the start date of a class. In the event that other employers show interest in applying for a class 10 working days before the start of the class, the PROVIDER will accommodate up to 30% of the class seats for those workers. Employers that fill up a classroom to the maximum capacity must beforehand be notified by the PROVIDER that up to 30% of the class seats reserved by them may be offered to other employers in the event there is interest. The ETF approved training must be publicized to the general public at least two weeks prior to the start of training and be open to employees of other companies. These openings must be available at least ten State working days prior to the start of the training.

7) An ETF course matrix template has been uploaded to the SPO site. Applicants may utilize the ETF course matrix template to help complete their proposal packets.

8) Page 2-5, II.13.

Provider shall provide certification exams included in the applicant's proposal.

This line item will be removed from the RFP.

B. Questions and Responses

Q1: Can we submit an old letter of exemption from the DOE license?

Yes, if you have an exemption from DOE and nothing has changed in terms of the scope/operations that would affect this exemption, you may submit this as a part of your application.

In the event that you have not acquired an exemption or are in the process of transitioning from exempt status to acquiring a license from DOE, see item 4.

Q2: Is it okay to submit the same proposal as last year with adjustment like location since we moved and changes in instructors? Basically, is it okay to cut and paste sections from last year's proposal?

Individual organizations can make that decision. It is the responsibility of the applicant to ensure that all information provided in their proposal accurately addresses the specifications in the current DLIR/WDD 2015-01 ETF RFP.

Q3: I am a training provider from California who is a part-time Hawaii resident. I spend over 4 months a year on the Big Island of Hawaii I have been going back and forth from Kona to California for 3 years .

We provide soft skills and management training for small to medium sized businesses, southern California city and county government, and local utilities since 1997.

When I am in Kona I provide mostly online training and coaching for clients back in California, but I have had experience doing training in Hawaii. I conducted 5 public seminars in Honolulu in 1997-1998 and in house training in Lihue also in 1998.

As far as work experience and reputation I am a well-qualified candidate for this RFP. We have been providing ETP funded training for local California businesses for over 13years.

Would I be eligible to apply for this RFP?

As stated in the RFP, Section 2, II. General Requirements. A.1:

“Provider must be doing business in the State of Hawaii for at least one year and have at least one year’s experience with the project or in the program area for which the request of proposal is being made.”

Based on the information provided, the company in question does not adequately demonstrate meeting the minimum one year of doing business in Hawaii and would not be able to apply to this RFP.

Q4: How much liability insurance do we need to carry if selected as an ETF Micro vendor?

There are several places in the RFP that mentions the need to carry liability insurance. In Attachment G, Page 2, Section 1.4, there is an insurance requirement of at least \$2,000,000 for bodily injury and property damage. In Section 2.II.A.9 of the RFP (page 2-4), there is a liability insurance requirement of \$1,000,000, \$2,000,000 aggregate. For the purpose of ETF vendors, liability insurance policy showing policy coverage of \$2,000,000 with \$1,000,000 per occurrence will be required throughout the term of their contracts.

Q5: Page 2-15 of the RFP regarding Records Retention states that the Provider must retain documents , papers, books, records, and other evidence related to the program for at least seven (7) years. Does the records have to be paperfiles? What about digital copies?

Yes, a vendor may choose to store records for at least seven (7) years utilizing digital storage. It should be emphasized that ALL documents related to the program and not only invoices should be stored and not limited to simply invoices.

Q6: What kinds of proof would the community college need to provide for accreditation, license etc?

University of Hawaii system colleges/universities will not be required to submit proof of accreditation and licensure. All other applicants must provide proof of accreditation and/or licensure where applicable.

Q7: For clarification, page 2-5 of the RFP includes the following:

13. Provider shall provide certification exams if included in the applicant's proposal.

The expressed concern we and our partner agencies have is that if we provide the

DLIR with copies of the certification exams and all of that information is available to the public, that puts the integrity of our academic courses at risk. This is highly sensitive and proprietary information. Is there any way to protect this information to ensure it doesn't get released to the public?

Please refer to the amendment #8.

- Q8. Is a full resume required for each member of our OCET office? OR....can we give you bios of the folks who are working on the project (which is what we have done in the past applications)?**

In addition, do you require full resumes for all of our instructors (who are very many), or can we give you bios for our most frequently used instructors?

We will be submitting position descriptions of all our OCET staff, as we have in the past.

It is the discretion of the applicant to determine whether submitting a full resume or bio of staff to meet the needs of the proposal. Submitting position descriptions will enable evaluation staff to determine roles and responsibilities of involved staff.

Applicants with large number of instructors may choose to submit their biographies instead of a complete resume. Vendors must submit at least the resumes or biographies of instructors of classes they intend to offer in the first month of offered classes from in 2015. PROVIDERS will then be asked to submit biographies of instructors for courses offered thereafter.

- Q9. For Section V., Financial B. Other Financial Related Materials, is it sufficient that we provide a web link to the 5-year financial audit information?**

Yes. If the relevant audit information is available online during the review process, applicants will not be required to include this information in their proposal. However, it will be the responsibility of the applicant to ensure that audit information will be made available from September 29th, 2014 onward. In the event that the ETF evaluation committee is unable to access the online documentation at the time of evaluation, no points will be awarded for this category.